

CLEMSON UNIVERSITY STAFF SENATE EXECUTIVE COMMITTEE

January 31, 2017, 8:30 a.m., 801 University Union

Minutes

Members Present: Roberta Balliet, Leslie Doss, Karon Donald (Program Coordinator), Alex Foster (Program Assistant), Shelly Geer, Dan Hofmann, Amanda Menefee, Terri Vaughan, and Deveraux Williams

Members Absent: Bindu Rangaraju and Tina White

1. Approval of Minutes: Roberta moved to approve the minutes from the November 29, 2016 Staff Senate Exec meeting as written. Leslie seconded the motion and the vote was unanimous. The minutes were approved.
2. President's Reports
 - A. Academic Council – Deveraux met for the first time with the Academic council yesterday. Discussed was the creation and alteration of policies regarding Undergraduate and Graduate Studies including but not limited to Undergraduate change of major, Graduate Faculty status, nondiscrimination for the Graduate School, nontraditional theses and dissertations, and the Graduate policy on the elimination of “D” grades. Deveraux is looking forward to staying in the loop on these and many other policies affecting our academic campus climate.
 - B. Board of Trustees – The Board meets February 2-3 in Clemson at the Madren Conference Center. Deveraux submitted a report on behalf of the Senate (Attachment). Deveraux will address the board between 3:00 p.m. and 4:30 p.m. on Wednesday. Deveraux will also edit the BOT report to include information regarding the Staff Senate Exec PSA Road Trip. The board will also be informed that all four serving senate presidents are currently working on the collective value statement. The full agenda for Wednesday's meeting can be found on the Clemson University BOT webpage.
3. Financial Update, Leslie Doss. FY17 funds as of January 27 were (a) Vending: \$8,987.64; (b) Staff Senate operating: \$2,557.88; (c) Staff Senate travel: \$450.00; (d) SDP: \$8,026.73; (e) Fund 12 PSA/Extension Outreach: \$6,740.19. Note that expenses from the statewide trip January 23-26 are not reflected in the current fund balance.
4. Unfinished Business
 - A. State Outreach
 - PSA Trip Debrief and Action Items – The Staff Senate Exec PSA Outreach Trip was a fun and successful venture. The employees at each Rec Facility stop across the state expressed their genuine gratitude at our efforts to reach out and forum with each of these areas. The broad topics covered at each forum were chosen prior to the trip itself and consisted of Tuition Assistance, Staff Senate Scholarship Fund, Staff Development Program (SDP), and Tom Ward's information regarding the Staff Ombudsman position and how it benefits not only local Clemson University employees, but any and all CU employees across the state. There were a handful of questions, comments, and concerns, only a specific number of which have yet to be explored by the Policy & Welfare committee. Many comments and concerns were directly relatable to those coming from constituents on campus, such as tuition assistance policy confusion, Kronos issues (also exempt and non-exempt issues), career progression opportunities, etc. There were, however, several concrete action items that came to light following these forums, the largest and easiest to fix of which are listed below.

- Lunch Meeting with Dr. Askew – There are some specific action items stemming from the PSA Trip worth discussing with George Askew. The first of these items is the need for a PSA Appreciation Lunch/Recognition at each PSA Rec Facility, similar to our Staff Appreciation Lunch held annually. Online course presence is another large issue directly related to our information on Tuition Assistance. These off-campus staff are in dire need of online courses, and not just any online courses, but ones that pertain to their degree and to their profession. Another issue is compensation and performance increase opportunities for Rec employees. Our Rec Facilities perceive these incentives as simply not available to them specifically due to their off-campus nature, making them feel like the “outcasts” of the university. The Exec Committee expressed a mutual desire to reach back out to the staff at Edisto Rec in order to provide some feedback and clarity regarding these concerns and any others.

B. Board of Trustees Staff Awards

C. Committee Documentation In-Process – Committee deadlines, responsibilities, and transition documents due by March 28th, 2017.

5. New Business

A. Value Statement Steering Committee Appointments – The write-up that the CUSG presented is not a final statement copy. It was suggested that the group start from scratch and create the statement from the ground up amongst the 4 CU senates. It was also expressed that a committee should be created for the formulation of this Value Statement consisting of 3 Undergraduates/Graduates each and 2 Faculty/Staff each. The understood expectation is to have a formal and/or final draft of this Value Statement by April to present to the BOT.

B. Chief of Police Search Committee Appointment – A committee has been formed in search of a new Chief of Police for Clemson University, upon which Officer Johnson Link has requested a Staff Senator to sit in aid of the search. This Staff Senator would have to serve on said committee for approximately 4 months during the span of the hiring process. The general timeline for this is as follows: February (look over applications), March (telephone interviews for candidates), April (on-campus interviews for finalists), and May (hiring new Chief of Police for Clemson University).

C. Clemson’s response to the executive order from President Trump regarding travel and immigration policies for non-U.S citizens from Iraq, Iran, Syria, Libya, Somalia, Sudan and Yemen – The Exec Committee found it was not appropriate to take a specific stance or action regarding this issue, and any other sensitive political issue, as it would not reflect well on the University nor would it support the mission of the Staff Senate and its constituents.

6. Committees

A. Standing

1. Activities, Roberta Balliet. The Activities Committee has been planning another possible Wine & Design night for late February or early March, as this event was a big success for all senators who attended last time. The committee is set on honoring our valued veterans by hosting another Military Appreciation Reception, likely in the Cox plaza courtyard beside Tillman Hall again, as the reception was well received last year. The military reception can be more formally discussed after game assignments have been made by CU Athletics, as this information is pertinent to knowing when Clemson University’s Military Appreciation game/week would be for the 2017 football season, so be on the lookout for information regarding that as it is incoming. Lastly, Activities wishes to host another backpack drive for children in the local community, as the senate has seen great success with this venture the previous two times around. Again, please be aware and on the lookout for further details regarding these and any other senate-hosted events.
2. Communications, Bindu Rangaraju. No report.

3. Membership, Shelly Geer and Bindu Rangaraju. The Membership Committee is preparing for the incoming Staff Senate nomination period, as our retiring senators are approaching their time to rotate off whilst holding elections for any underrepresented areas of the university. Be on the lookout for further information from the Membership Committee and the Staff Senate office regarding the upcoming Staff Senate elections.
4. Policy and Welfare, Terri Vaughan. P&W met on January 17 and discussed the following:
 - FLSA
 - Kronos
 - Feedback regarding Staff Senate's role in pushing for full tuition assistance
 - Ways the committee can provide assistance to presidents in interfacing with the administration
 - How can we align Staff Senate with 2020Forward initiatives
 - Host forums within departments for senators to engage with staff
 - Update on employee type document
 - General morale of our constituents
 - Senate outreach ideas
5. Scholarship, Dan Hofmann. The Scholarship Committee will be meeting Tuesday, February 7 in 800 Union in order to discuss the next steps in planning the 2017 Staff Senate Spring Soiree. The SDP Marketing Team members, chaired by Senate Exec member Terri Vaughan, have all been encouraged to attend in order to contribute to the team and to the creation/marketing of the event while also earning volunteer time toward their SDP graduate obligations.

7. Announcements

8. Adjournment: There being no further business to discuss, the meeting adjourned.

Next Meeting: February 28, 2017, 8:30 a.m., 801 University Union